

Seattle Social Housing Developer

May 2024 Board Meeting Agenda

(regular meetings 3rd Thursday every month)

Date/Time: Thursday May 16th 2024, 5:30 - 7:30pm Meeting Location: Seattle City Hall, rm L280 Online option: https://seattle.webex.com/seattle/j.php?MTID=mbd809efc732765889405b07136c499c1		
Reference Materials for this meeting: <ul style="list-style-type: none">- Today's Agenda- March meeting minutes- Board Retreat minutes- April meeting minutes- April Cash-Flow & Financial Report		
5:30pm (2min)	Call to Order Review & Approve Agenda <i>Items for Approval:</i> <ul style="list-style-type: none">- Today's Agenda;- March meeting minutes- Board Retreat minutes- April Meeting Minutes	Tom (Vice Chair)
5:32 (5min)	Check-in	Tom
5:37 (up to 30min*)	Public Testimony	
5:47* (13min)	Finance Report <ul style="list-style-type: none">● Review of April 2024 Budget to Actuals <i>Items for Approval:</i> Approve monthly financials	Chuck (Treasurer)
6:00 (10min)	Executive Committee Report <ul style="list-style-type: none">● Kaileah and Chuck have been connected with Foster Garvey by our current legal counsel (Danielle at Barnard Iglitzen Lavitt). Foster Garvey is a law firm with specific experience in quasi-municipal and real estate development organizations, and are equipped to help us with our OPMA and PRA compliance. An engagement letter with them is being drafted, and will be reviewed and approved by the Executive Committee in coming weeks, afterwhich ratification of that decision will come to the full board.● 2 Board seats are now vacant (since Brian's exit	Tom

	<p>last month, and Dawn’s exit in March). There is difficulty in moving processes for replacements along, as the Seattle Renters Commission is unresponsive, and El Centro has relinquished their role for community org seat appointment. Executive Committee plans to seek guidance from Tammy Morales’ office for ideas on ways forward for the community org seat.</p> <ul style="list-style-type: none"> • Intending to re-engage Amy Besunder for continued support through September 2024. • The following officer positions will be up for election at our June meeting: Chair, Vice Chair, and Treasurer. All who are interested in running for one of those seats for the coming 1yr term will need to express their self-nomination via email to Kaileah and Tom by June 10th so they can be shared out the week before the June board meeting. If you are interested in learning more about any of the positions, please review the Executive Committee Charter, or reach out to the person in the position directly. 	
<p>6:10 (15min)</p>	<p>Communications Committee Report</p> <ul style="list-style-type: none"> • The Comms Committee engaged Insight Global to find qualified candidates for both website graphic design and overall construction. • After interviewing with 4 possible contractors provided by IG, we chose Shannon Yoder as our best candidate. https://www.shannonkyoder.com/ Shannon’s project rate \$15,500.00, which would include both brand design and website construction, plus a placement fee to Insight Global of \$3,875.00. This is well within our IT budget of \$25K, and leaves room for site maintenance should we need it. <p><i>Items for Approval:</i> The Executive Committee to sign contract with Shannon Yoder for brand design and website construction at \$15,500, plus placement fee of \$3,875 to Insight Global.</p>	
<p>6:25 (5min)</p>	<p>Real Estate Committee Report</p> <ul style="list-style-type: none"> • Pausing committee meetings for now. 	<p>Michael (RE Committee Chair)</p>
<p>6:30</p>	<p>- 10min break -</p>	

6:40 (30min)	<p>EXECUTIVE SESSION</p> <ul style="list-style-type: none"> • <u>Executive session pursuant to RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for public employment</u> 	Tori (Hiring Committee Chair), Linny Simkin
7:10 (5min)	Reminders & Announcements	Tom, All
7:15pm	Adjourn	Tom

Attendance:

- 1.) (Tom B)- Vice Chair
- 2.) (Tori NF)- Board Member
- 3.) (Wylie)- Board Member
- 4.) (Katie L) - Board Secretary
- 5.) (Kay Z)- Board Member
- 6.) (Chuck D)- Board Treasurer
- 7.) (Devyn F)- Board Member
- 8.) (Julie H)- Board Member
- 9.) (Alex L)- Board Member
- 10.) (Mike E) - Board Member

Absent Board Members:

1. Kaileah Baldwin - Board Chair

Board Guest/Public Guest

- 1.) (Linny Simkin)- Board Guest
 - 2.) (Judie Messier)- Public Guest
 - 3.) (Ben Ferlo)- Public Guest
- (Sarah) - Public Guest

Board Meeting Minutes

1. Call to Order
 - a. (Called to order at 5:35Pm)
 - b. Tom Motions to approve todays agenda Tori seconds Approved by board @ 5:35pm
 - c. Tom to motion to approve board retreat minutes Devyn seconds Approved by Board @ 5:36pm
 - d. Tom Motions to Approve March meeting Minutes Tori seconded Approved by Board @ 5:37pm
 - e. Tom motions to approve April meeting Minutes Tori Seconds Approved by Board @ 5:37pm
 - f.
2. check-in
 - a. ()
3. Public Testimony
 - a. (No public testimony)
4. Finance Report
 - a. Review of April 2024 Budget to Actuals
 - b. *Items for Approval:* Approve monthly financials, Transaction report
 - i. (Transaction report chuck moves to approve Tom seconds Approved by board @ 5:40pm)
 - ii. (Approve executive the second lawyer Tom moves to approve, Wylie seconds Approved by board @ 5:42pm)
5. Executive Committee Report
 - a. Kaileah and Chuck have been connected with [Foster Garvey](#) by our current legal counsel (Danielle at Barnard Iglitzen Lavitt). Foster Garvey is a law firm with specific experience in quasi-municipal and real estate development organizations, and are equipped to help us with our OPMA and PRA compliance. An engagement letter with them is being drafted, and will be reviewed and approved by the Executive Committee in coming weeks, afterwhich ratification of that decision will come to the full board.
 - i. ()
 - ii. ()
 - b. 2 Board seats are now vacant (since Brian's exit last month, and Dawn's exit in March). There is difficulty in moving processes for replacements along, as the Seattle Renters Commission is unresponsive, and El Centro has relinquished their role for community org seat appointment. Executive Committee plans to seek guidance from Tammy Morales' office for ideas on ways forward for the community org seat.
 - i. (Kay- no update on the renters commission, Kay is going to attend the next meeting in person they have there meetings on the first Wednesday, Kim said she's not on the board anymore, I think talking to Tammy Morales)(I self nominated but I self nominated to the Seattle renters, can we then take over and replace or is council member morales going to replace them)
 - ii. (Mike- he is going to reach out to the executive committee via email)
 - iii. (Board Charter Article 7 section 3 after public call for self nominations)

- iv. we are bound by the Seattle renters, its a community organization seat and invite them to fill the seat, I think talking to council member morales is a good protocol -Chuck
 - c. Intending to re-engage Amy Besunder for continued support through September 2024.
 - i. (We will have more on this at the next meeting - Tom)
 - ii. ()
 - iii.
 - d. The following officer positions will be up for election at our June meeting: Chair, Vice Chair, and Treasurer. All who are interested in running for one of those seats for the upcoming election for a 1yr term they will need to express their self-nomination via email to Kaileah and Tom by June 10th so they can be shared out the week before the June board meeting. If you are interested in learning more about any of the positions, please review the [Executive Committee Charter](#), or reach out to the person in the position directly
 - i. (I will say at this time I will not be rerunning for vice chair - Tom)
 - ii. ()
 - iii. ()
6. Communications Committee Report
- a. The Comms Committee engaged Insight Global to find qualified candidates for both website graphic design and overall construction.
 - b. After interviewing with 4 possible contractors provided by IG, we chose Shannon Yoder as our best candidate. <https://www.shannonkyoder.com/> Shannon's project rate \$15,500.00, which would include both brand design and website construction, plus a placement fee to Insight Global of \$3,875.00. This is well within our IT budget of \$25K, and leaves room for site maintenance should we need it.
 - c. *Items for Approval:* The Executive Committee to sign contract with Shannon Yoder for brand design and website construction at \$15,500, plus placement fee of \$3,875 to Insight Global
 - i. (Insight global is the staffing agency we chose to go with, Shannon really impressed us in her interview, she is happy to be working with us,we have to pay insight global.)
 - ii. (The project rate is a set flat rate, Shannon will be meeting with the communications committee on a weekly biases for the time frame of her work with us in setting up the website)
 - iii. (Alex had a question)
 - iv. (Tom moves to approve the executive committee to sign the contract Wylie seconded it Approved by board @ 6:15pm)
7. Real estate Committee Report
- a. Pausing committee meetings for now
 - i. (Mike- we will start meeting again next week, I know that there is a couple of organizations reaching out to us, there may be an expedited project once we have a ceo and cfo, Julie is still doing the board education series and has been working on the next couple of series)
 - ii. ()
 - iii. ()
8. Board break Wylie motions to skip Tom seconds the motion
9. The Seattle Social Housing Developer Board Recessed into a 30 minute Executive Session @ 6:40 p.m. to evaluate the qualifications of an applicant for public

employment. pursuant to RCW 42.30.110(1)(g)

- a. Present were Board Members **(Tom B)- Vice Chair**
 - b. **(Tori NF)- Board Member**
 - c. **(Wylie)- Board Member**
 - d. **(Katie L) - Board Secretary**
 - e. **(Kay Z)- Board Member**
 - f. **(Chuck D)- Board Treasurer**
 - g. **(Devyn F)- Board Member**
 - h. **(Julie H)- Board Member**
 - i. **(Alex L)- Board Member**
 - j. (The Board Adjourned from executive session @ 7:25pm) (No Action was Taken)
10. Reminders and announcements
- a. (No announcements or reminders.)
 - b. ()
11. Meeting Adjourned
- a. (Meeting Adjourned at 7:26pm)